

PURCHASING & PROCUREMENT

OVERSIGHT COMMITTEE (POC)

EDA Conference room – 6th Floor – Ruppert Sargent Building

January 16, 2013

Call to Order: Michael Graves, Chair, called the meeting to order at 12:30 p.m.

Committee Member Attendance: A roll call was taken by Jessica Spencer

Members Present - Michael Graves, James Crocker, William Pearson, Eugene Johnson, and Crystal Kleiber

Members absent – Lauren Yee (with notification), Vice-Mayor George Wallace (with notification), Eddie Deerfield (with notification), Teresa Walker, William Brown (with notification), and Martin Cross (with notification)

Staff and Citizen Attendance:

Legal Representation: Karen James, Deputy City Attorney

Staff Present: Jessica Spencer, Suzy Scott, Octavia Andrew, Victor Hellman, Mike Yaskowsky, and Brenda Bailey (recorder)

Staff absent: Doris McRae, Pete Peterson, and Karl Daughtrey

Citizens in Attendance: Edwin M. Boone

There was not a quorum present; so the meeting continued as an informal meeting for discussion purposes only.

Approval of Minutes: The minutes of the November 21, 2012 meeting were discussed and the following corrections are needed: The Utilization Analysis for Credit Card Purchases for First Quarter FY13 should read 3.42% increase over last year's credit card purchases for the 1st quarter and there was a question from Michael Graves inquiring as to what is a brownfield assessment? The meeting minutes will be revised.

Old Business:

Disparity Study – Octavia Andrew confirmed a contract has been issued for a one-year disparity study. Ms. Spencer advised that a kick-off meeting will be scheduled for some time in February where the consultant will meet with the City Manager and Department heads to provide an overview of the study. Ms. Spencer will notify committee when date for kick-off has been confirmed.

Octavia Andrew provided a handout detailing the fee structure of eVA transactions as a follow-up to questions asked at the November 21 meeting.

Annual Report to City Council – Jessica Spencer reported that the report was originally scheduled for January 23 and has been postponed until February. City Council will meet on February 13 and 27; no date

for the report has been confirmed with the City Manager at this time. Ms. Spencer will notify the committee when the date has been confirmed.

New Business:

Annual Report to City Council - Jessica Spencer compiled a PowerPoint slide show to present the Annual Report to City Council. She is still awaiting some information from the Finance Department. No hard copies of the presentation are available at this time and will not be released until after the City Council presentation.

The presentation was reviewed and comments/suggestions given by various members to include: moving some slides, condensing two slides into one, and grammatical and alignment changes were needed as well. It was also suggested that some of the wording used in the Finance reports be included to supply reasons for reduction in utilization, Hampton vendors that received the larger contracts, etc. so that Council can get a comprehensive view of all the activities and challenges.

The summary of utilization for FY12 will be double checked by Finance. Ms. Howard had indicated in a prior report that some substantial purchase orders had been reduced, such as Aggregate Hauling with a decrease of \$300,000, no work was done by Signal Engineering and there were fewer contracts to award in FY12. The comment was made that there was tremendous improvement from FY10 to FY11 reflected in the dollar amounts increasing. Ms. Spencer pointed out that the contracts awarded for FY 12 were much lower than the anticipated estimate, therefore decreasing subcontracting opportunities and dollar value of purchase orders.

Several Hampton WBE/MBE vendors were awarded large contracts so the percentage of Hampton businesses with awards increased. Hampton businesses have done better each year with the program in place than without the program.

The race and gender goal report is included. Great strides were made in professional services, other services, and goods and services with improvement opportunities to gain in construction, architecture, and engineering.

Last year City Council requested supporting documentation after the presentation and asked that information be arranged according to categories for awards under \$100,000, over \$100,000, and separate information on subcontracting for FY10 and FY11. This arrangement further illustrated the success from FY10 to FY11 even though tracking does not include all subcontracting (small or non-minority vendors). Ms. Spencer anticipates the Council will ask for the same information for FY12 and in the same format, so she has requested this data from IT for FY 12.

Mr. Graves asked if there is a written record of questions asked last year at the Council presentation. Ms. Spencer will research that topic.

Announcements: Ms. Spencer has been working with the procurement manager, public relations consultant, and communications director at the Fort Monroe Authority to coordinate a Small Business Fair on February 26 at Fort Monroe. No notifications have been sent.

An entrepreneur workshop is planned for March 13, 2013.

Public Comments: Mr. Boone would like either a hard copy or email copy of what the committee has been reviewing. Mr. Boone was informed by the Chair that the information will be available after

presenting to the City Council.

Adjournment: There being no further business, the meeting adjourned at 1:17 p.m.

Next meeting: The next meeting will be held on Wednesday, February 20, 2013 in the EDA Conference Room, 6th Floor, Ruppert Sargent Building, 1 Franklin Street, Hampton, VA 23669.